

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT THE DEPENDENCY PETITION AND OTHER COURT PAPERS

Use these instructions to fill out the Juvenile Court Cover Sheet, Dependency Petition, and the Notice of Initial Dependency Hearing.

JUVENILE COURT COVERSHEET:

Print or type in black ink.

Case Type: Check only one box that matches the legal procedure for which you are filing the documents in this packet.

Information About the Petitioner: Write in the information requested about you, the person filing the dependency petition. If some of the information does not apply, for example you do not have an email address, write "None" or "N/A" (for "Not Applicable") in that space. If a lawyer represents the Petitioner, you must also write in the lawyer's name and bar number.

Information About the Minor Children Involved in this Case: List the information requested for any minor children involved in this specific case.

Information About the Mother and the Father of the Child(ren) Involved in this Case: Write in the information requested about the child(ren)'s mother and father. Write "Unknown" if you do not know the answer or "None" or "N/A" if the question does not apply..

Also write in the name(s) of the child(ren) involved in this case who are connected with *this* father. If there is more than one father involved in this case, go to page three (3) of this Family Court Cover Sheet and list them in the space provided. Please make sure you show which children are connected to each father.

Other Minor Children: If there are any other children who are brothers or sisters of the children listed earlier, please list their names, dates of birth, and social security numbers on the lines provided.

Other Adults: If there are any adults over the age of 18 who live in the same home as any children listed on this Family Court Cover Sheet, please list their names, dates of birth, and social security numbers on the lines provided.

Other court cases: Check the appropriate box to tell this Court if either you or your spouse have been involved in any other cases, except a minor traffic offense, in any other court. If you check the Yes box, please describe the case, including case numbers and court location.

Domestic Violence Section: Answer the questions listed regarding domestic violence. This information will help court staff determine if this issue is relevant to this case.

Children's Issues Section: Answer the questions regarding the children you listed on the Family Court Cover Sheet. This information will help court staff determine if these issues are relevant to this case, and/or whether a case exists in this Court already regarding any child you listed.

Tribal Information: If any of the parents listed on this Family Court Cover Sheet are Native American, please check the Yes box and list which tribe the person belongs to and a contact name and phone number.

Location: Check the appropriate box to indicate whether you are filing these papers at the Mesa or Durango (Phoenix) Juvenile Court location. .

DEPENDENCY PETITION:

Case Caption:

If you are the person filing the Dependency Petition, write in your name, your address, your city, state, zip code, and telephone number. If an attorney represents you, write in your attorney's bar number.

Then, write in the name of each child under the age of 18 that you believe is dependent and is the reason you are filing the Dependency Petition. Leave the Case Number blank. The Clerk of the Court will stamp in the case number when you file the documents with the Court.

Paragraph 1:

INFORMATION ABOUT ME: Write in your name, your address, your telephone number (include your work, home and message telephone number if you have one). Then, write in your relationship to the child(ren). If you do not believe you are a fit and proper person to care for the child(ren), you should see a lawyer for help.

Paragraph 2:

INFORMATION ABOUT THE CHILD(REN): Write in the name of each child that you want to include in the Dependency Petition, his or her birth date, sex and address. The names should be the same as the child(ren)'s name in the Case Caption.

Tribal Information: If any of the children for whom you are seeking a dependency are Native American, please check the "Yes" box and list which tribe.

Paragraph 3:

INFORMATION ABOUT THE PARENTS OR CURRENT LEGAL GUARDIANS OF THE CHILD(REN): Write in the name of the child(ren)'s parents or current legal guardians, write in the relationship to each child, and the address of the parent or guardian.

Paragraph 4:

CHILD'S CURRENT LIVING ARRANGEMENT. Write in the name of the person the child is currently living with, the relationship to the child, and the address of the person. Write in how long the child(ren) has/have been living there. Then, check the box yes or no as to whether the child(ren) is living in the State of Arizona, Maricopa County. If you checked the "no" box, you should see a lawyer for help before filing the Dependency Petition.

Paragraph 5:

CHILD IS DEPENDENT. You must tell the court why you are filing the Dependency Petition. It is important to give the Court specific, factual and recent information. You must show that the actions or inactions of both the mother and father have a harmful effect on the child(ren). Give a brief history of the child(ren)'s life and your involvement with the child(ren). Give professional opinions, if possible. Include drug and alcohol use if relevant. If the child(ren) have different fathers, you must show that each child is dependent as to his or her own father. If the father is unknown, you must state that.

Paragraph 6: **PERSONS WITH KNOWLEDGE ABOUT THE ALLEGATIONS.** Write in the name, address, telephone, and relationship of any individuals who have information about this matter.

Paragraph 7: **DOCUMENTS.** Attach copies of any documents that support your statement and list the documents in the space provided. Examples of documents include: criminal records, police reports, drug tests, medical records, teachers' reports, and affidavits.

RELIEF REQUESTED: Tell the Court what orders you want the Court to issue.

AFFIRMATION AND VERIFICATION: The Dependency Petition should be signed before a Deputy Clerk of the Court or a notary public before being presented to the Clerk's Office,. You will need to show photo identification.

NOTICE OF INITIAL DEPENDENCY HEARING: Fill in the Case Caption just like you did for the Dependency Petition. Copy the case number from the Dependency Petition. Then write in your name where it says "Name of Petitioner." The Court will fill in the date of the hearing, the time and location of the hearing, and the name of the judicial officer who will hear the case. You will then need to date and sign the Notice, **and have it served on the other parties involved** according to the instructions in the Service Packet that applies to your case. Remember, that all documents must be served at least five (5) days prior to the court hearing.